

~~CONFIDENTIAL~~

*From
Suspend for
10 June*

17 June 68

Done

*22
Present
f*

25X1A9a MEMORANDUM FOR: [REDACTED]

SUBJECT : Invitation to Address the Support
Services Course for Career Trainees

1. This is to confirm arrangements made by telephone on Thursday,
16 May 1968.

2. You are invited to present the following subject _____

Records Administration in CIA

to the Support Services Course for Career Trainees on Monday,

25X1A6d 17 June 1968 in Room [REDACTED]

*22 in
class*

3. Attached are a schedule and a guidance sheet which tells of
the nature of the course, the student body, and gives some suggestions
for handling your subject. If you desire any further assistance in
the preparation of your presentation, please contact the Course Chief

25X1A9a Instructor [REDACTED] on extension 3568.

4. Spaces 99-104 are designated as Visitor Parking [REDACTED]

25X1A6d

FOIAb3b

JOHN RICHARDSON
Director of Training

Attachments:

- A. Schedule
- B. Speaker Guidance

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